



RULES

REGULATIONS AND

DESCRIPTION

2022

RULES OF THE SUSSEX SPANIEL ASSOCIATION

MISSION STATEMENT: To encourage responsible ownership of the Sussex Spaniel, maintaining its true characteristics, working ability and welfare, thus preserving and protecting the breed for future generations to enjoy.

1 NAME AND OBJECTS OF THE ASSOCIATION

That this Association be called the "Sussex Spaniel Association", hereinafter referred to as the "Association", its objects being:

- a) to promote the breeding and exhibiting of pure bred Sussex Spaniels to the Kennel Club Breed Standard and Regulations,
- b) to run shows for the Breed according to Kennel Club Regulations.
- c) to promote Field Trials & Working Tests for the Breed and, where possible, to provide facilities for training under experienced instructors.
- d) to carry out the rescue of distressed Sussex Spaniels and to provide rehoming services for suitable dogs through Sussex Spaniel Rescue.
- e) to maintain a list of supported judges for the breed according to various criteria and other mandatory matters as required by the Kennel Club.
- f) to organise matches, lectures, social activities etc. to promote the Breed.
- g) to provide "specials", confined to Sussex Spaniels, at other shows and Gundog activities.

2 AFFAIRS OF THE ASSOCIATION

The affairs of the Association will be conducted for the benefit of its members and will not be classed as a trading business. Any surplus funds which have been generated from the Association's activities will be maintained for the further promotion of the objects of the Association.

3 CONSTITUTION AND MEMBERSHIP

The Association may consist of:

- a) **OFFICERS & COMMITTEE:** A Patron, President, Vice-President, Chairman, Vice-Chairman, Secretary, Working Secretary, Treasurer and Cup Steward plus a Committee of nine.

The Patron, President and Vice-President shall be ex-officio members of the Committee, but shall not have voting rights.

The Patron, President and Vice-President are honorary positions and may be proposed for distinguished service to the Association.

The Officers of the Association, being the Chairman, Vice-Chairman, Secretary, Working Secretary, Treasurer and Cup Steward shall be ex-officio members of the Committee and shall have voting rights. In addition the Chairman may exercise a casting vote. None of the above mentioned offices

may be held by a person under the age of sixteen years.

The Chairman, Secretary & Treasurer may act as an executive body to deal with matters on which urgent action has to be taken. Any such actions are to be reported to the Committee at its next meeting.

b) **ORDINARY MEMBERS:** An unlimited number of Ordinary Members (Single or Joint), all without any residential qualifications. Joint Members, residing at the same address, shall receive only one copy of mailings with the exception of nomination papers for Officers and Committee.

Candidates for Membership to the Association shall be proposed by a fully paid up member and seconded by another in writing. The proposal shall be forwarded to the Secretary. Subject to the approval of the Committee a person shall be deemed an Ordinary Member on payment of a full annual subscription. On election all new members will be sent a copy of the current Rules. Two persons at a single mailing address shall constitute a Joint Membership. The Committee may grant Honorary Membership for life or a shorter period as it may decide, and during this time such persons shall be entitled to all the rights and privileges of fully paid up membership. In becoming a member of the Association, that person is deemed to have agreed to abide by these Rules.

It is the duty of each member to inform the Secretary of any change of address. An up to date list of members names and their addresses will be maintained by the Association, and, if so requested, the list of names will be available for inspection by the Kennel Club and members of the Association.

4 SUBSCRIPTIONS

The annual subscriptions for Ordinary Memberships (Single and Joint) shall be such amount as agreed by members in General Meeting and shall be notified to the Kennel Club. The subscription of an Ordinary Member shall be payable at the date of admission and thereafter on the 1st day of January in each year.

No member whose subscription is unpaid is entitled to any privileges of Membership and if a member shall fail to pay outstanding subscriptions by the last day in April, his / her name shall be automatically removed from the List of Members.

5 MANAGEMENT OF THE ASSOCIATION

The management of the Association shall be in the hands of the Committee. Meetings of the Committee, or of the Association, shall be held at the request of the Chairman or Secretary as occasion shall require for the transaction of general business. Six shall form a quorum at Committee Meetings, two of whom must be Officers and the remainder made up of Officers and/or Committee Members with voting rights. Officers and Members of the Committee who have not attended three or more consecutive meetings held during their term of office, without a satisfactory reason, shall be deemed to have resigned from the Committee and shall not be eligible for re-election

during the next three years.

The Committee may appoint Sub-Committees to carry out specific duties and make recommendations to the General Committee. It is not mandatory for members of Sub-Committees to be members of the Association.

6 TERMS OF OFFICE

The Patron, President, Vice President, Chairman, Vice Chairman, Secretary, Working Secretary, Treasurer and Cup Steward shall be proposed by the Members and elected at an Annual General Meeting and shall hold office for a term of one year and after this term, they shall be eligible for re-election unless removed from office by resignation, retirement, death or removal from office by the members at a duly convened meeting.

The Committee of nine members, of whom three shall retire annually, shall be elected for a term of three years, after which those retiring shall be eligible for re-election. The current annual rotation sequence shall be continued.

Except in an emergency, no person may hold simultaneously more than one office in the Association.

7 GENERAL MEETINGS

The Agenda for General Meetings will be available at the meetings. Those members who require copies prior to the meeting must contact the Secretary. Voting at General Meetings is restricted to one vote per Single and two votes per Joint Membership. At any General Meetings only those members who are present will be entitled to vote. No person under the age of sixteen years will be entitled to vote at General Meetings. The Chairman's ruling on any matter of procedure shall be binding.

8 ANNUAL GENERAL MEETING

The Annual General Meeting of the Association shall be held before the end of April at such a time and place that the Committee shall appoint, for the purpose of receiving the Reports of the Officers, a duly certified Annual Statement of Accounts, for the election of Officers and Committee of the Association, for the appointment of one qualified accountant or two unqualified individuals with accountancy experience to certify the accounts for the ensuing year and to discuss any resolution duly placed on the agenda.

At least 28 days notice of the Annual General Meeting shall be given to the members by direct mailing or announcements in the canine press ("Dog World" & "Our Dogs"). Such notice must contain all the relevant information concerning the meeting including the time, date and venue.

Propositions for the agenda at Annual General Meetings shall be forwarded to the Secretary to arrive at least twenty one clear days before the date of the meeting and must contain the name of the seconder. Both the proposer &

seconded must be present at the meeting in order that the item may be discussed, otherwise it will remain on the table.

Copies of the agenda and the statement of accounts will be available at the meeting or from the Secretary to current members fourteen days before the date of the meeting on receipt of a SAE of suitable size. No business shall be transacted at an Annual General Meeting unless notice thereof appears on the agenda, with the exception of routine matters or others at the discretion of the Chairman of the meeting.

9 NOMINATIONS & ELECTIONS

The Officers and Committee shall be elected at the Annual General Meeting. All nominations for Officers and Committee shall be proposed & seconded only by fully paid up members of the Association, and shall be made in writing, together with the nominee's signature of consent, and received by the Secretary no later than fourteen clear days before the date of the Annual General Meeting. All nominees must have been members of the Association for at least one calendar year prior to the year of nomination. The election of Officers & Committee shall be made by ballot in instances when there are more nominations than posts to be filled. In all other instances the voting at meetings shall be by a show of hands, unless otherwise agreed.

The Committee have the power to co-opt to fill any vacancy occurring amongst the Officers and Committee. The co-opted member will complete the term of office appropriate to the vacant position.

No person whilst an undischarged bankrupt may serve on the Committee or hold any other office or appointment within a Kennel Club Registered Association.

10 SPECIAL GENERAL MEETING

A Special General Meeting shall be called by the Secretary at any time if requested by six members of the Committee or upon the written request of not less than twelve members who have been fully paid up members of the Association for at least the preceding calendar year stating the object of such meeting. Such meeting shall be convened not earlier than 14 days and within 28 days of the receipt of such requisition. Notice will be given to members by direct mailing or announcements in the canine press ("Dog World" and "Our Dogs"). No business other than that matter on the Agenda may be discussed at a Special General Meeting. Twenty members shall form a quorum at Special General Meetings, two of whom must be Officers, except when such meetings have been called by the Committee when the number of members required to form a quorum shall be eight, two of whom must be Officers.

11 FINANCE

The Association's financial year commences on 1st January and ends on 31st December. There shall be banking accounts in the name of the Association

into which all revenue shall be paid, and from which withdrawals shall only be made on the signature of the Treasurer and either the Secretary or the Chairman. No two signatories shall reside at the same address, be related or share a joint interest. Any form of electronic banking that permits transfer of Association funds to any accounts not in the name of the Association shall require the specific written authority of the nominated signatories.

All material and documents concerned with any financial aspect of the Association will be retained for a further minimum period of five calendar years after that Financial Year to which they relate and may only be disposed of with the specific permission of the Committee.

12 SECRETARY'S DUTIES

The Secretary shall be required to summon and attend all meetings, keep the minutes and conduct the correspondence of the Association. All expenses incurred by the Secretary and Treasurer for and on behalf of the Association, with the consent and approval of the majority of the Committee, shall be defrayed out of the funds of the Association.

13 ALTERATION OF RULES

No alteration shall be made to these Rules except at an Annual General Meeting or Special General Meeting, notice of which includes details of the proposals to alter the Rules. Approval to such alteration shall require a two thirds majority of those present and eligible to vote at a General Meeting. Such alterations shall not be brought into force until the Kennel Club has been advised and given approval to the alterations.

New rules or amendments introduced specifically to meet The Kennel Club requirements shall be adopted immediately and be included in the Association's rules with effect from the next Annual General Meeting.

14 EXPULSION OF MEMBERS

Any Member who shall be disqualified under The Kennel Club Rule A11.j.(5) and/or Kennel Club Rule A11.j.(9) shall ipso facto cease to be a member of the Association. If the conduct of any Member shall, in the opinion of the Committee of the Association be injurious or likely to be injurious to the character or interests of the Association, the Committee of the Association may, at a meeting the notice convening which includes as an object the consideration of the conduct of the Member, determine that a Special General Meeting of the Association shall be called for the purpose of passing a resolution to expel him/her. Notice of the Special General Meeting shall be sent to the accused member, giving particulars of the complaint and advising the place, date and hour of the meeting that he/she may attend and offer an explanation. If at the meeting a resolution to expel is passed by a two-thirds majority of the Members present and voting, his/her name shall forthwith be erased from the list of members, and he/she shall thereupon cease for all purposes to be a member of the Association except that he/she may, within two calendar months from the date of such meeting, appeal to The Kennel

Club upon and subject to such conditions as The Kennel Club may impose. The Officers acknowledge that should any member be expelled full particulars of the matter must be reported to The Kennel Club within seven days.

15 DISPOSAL OF ASSETS

The property of the Club shall be vested in the Committee and in the event of the Club ceasing to exist, a Special General Meeting shall be called to decide the disposal of any assets. A final statement of certified accounts with a record of the disposal of the property and assets of the Association shall be forwarded to the Kennel Club within six months, and the persons named as Officers and Committee on the last annual returns furnished to the Kennel Club will be held responsible by the Kennel Club for the proper winding up of the Association.

16 CUPS & TROPHIES

In the event of the Association being dissolved any cups or trophies belonging to the Association shall be returned to the donors of such cups and trophies provided that such donors shall be alive at the date of dissolution of the Association. In the event of such donors having died prior to the date of dissolution of the Association or their whereabouts being untraceable then such cups or trophies shall be disposed of to the best advantage of the Association as the Committee shall think fit and to the satisfaction of the Kennel Club.

17 RETURN OF CUPS AND TROPHIES

All cups and trophies until won shall be retained by the Association's agent as appointed by the Committee. Winners of cups and trophies may hold them until such time as they are again offered for competition but must return them to the agents in good condition when required to do so by the Committee. Cups and trophies are to be adequately covered by insurance by the Association.

18 ANNUAL RETURNS

The Officers acknowledge that during the month of January each year Maintenance of Title fee will be forwarded to the Kennel Club by the Secretary for the continuance of registration and that by the 31st of July each year, other returns, as stipulated by the Kennel Club Regulations for the Registration and Maintenance of Title of Societies and Breed Councils and the Affiliation of Agricultural Societies and Municipal Authorities, will be forwarded to the Kennel Club. The Officers also acknowledge their duty to inform the Kennel Club of any changes of Secretary of the Association which may occur during the course of the year.

19 SUSSEX SPANIEL RESCUE

A Sub-Committee shall be formed to oversee, administer and control the rescue and/or rehoming of Sussex Spaniels for any reason and to make other

decisions deemed to be necessary. Guidelines and any subsequent amendments for this operation must be approved by the Committee.

20 MATTERS NOT PROVIDED FOR IN THE RULES

The Committee has the power to deal with any matters not provided for in these rules.

21 FINAL APPEAL

The Kennel Club shall be the final authority for interpreting the Rules & Regulations of the Association in all cases relative to Canine or Society matters.

22 FEDERATIONS

The Association will not join any Federation of Societies or Clubs without the specific permission of the Kennel Club.